

REGULAR COUNCIL MEETING SEPTEMBER 14, 2010

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the Municipal Building, 510 Seventh Street on September 14, 2010 at 7:00 p.m.

1. Mayor Burgess called the meeting to order and presided.
2. Pastor David Bayse, Huddleston United Methodist Church, gave the invocation.

Pastor Bayse mentioned the Altavista Ministerial Association is sponsoring a community Thanksgiving service, November 24, 2010 at 7:00 p.m.

Council members
present:

Mr. J.R. Burgess
Mrs. Beverley Dalton
Mr. Bill Ferguson
Mr. Jay Higginbotham
Mrs. Rayetta Webb

Council members
absent:

Mr. Ronald Coleman
Mr. Michael Mattox

Mrs. Dalton arrived at 8:05 p.m.

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. W. Morgan Allen, Jr., Treasurer
Chief Clay Hamilton, Police Department
Deputy Chief Kenneth Walsh, Police Department
Mr. John Tomlin, Public Works Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Burgess asked if there were any question regarding the agenda.

A motion was made by Mrs. Webb, seconded by Mr. Ferguson, to approve the agenda.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

4. Mayor Burgess asked if there were any questions regarding the minutes of the August 10, 2010 and August 24, 2010.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, that the minutes of the August 10, 2010 and August 24, 2010 meeting be approved as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

Mayor Burgess presented the invoices for the month of August and asked if there were any questions regarding the invoices.

5. Financial Statements

6. Public Comments

Mayor Burgess asked if anyone not listed on the agenda would like to speak to Council.

Mr. Brice Mattox, 811 Park Street, came forward regarding his business, Kidd's Carwash, located at 621 Main Street. Mr. Mattox stated his business has been closed for some time due to a water bill issue which recently was resolved. Mr. Mattox stated the gas line behind his business has now been cut and he is still unable to operate.

Mayor Burgess stated he has viewed this and spoken to the engineer in an effort to determine why they were on Mr. Mattox's property without permission. A storm sewer filter is scheduled to be installed in this area.

Mr. Mattox stated he used his barricades to keep children from falling into the hole left there.

Mr. Coggsdale stated he would contact the Columbia Gas Company to resolve this problem.

Mrs. Webb stated she was concerned with the area not being protected and requested the area be secured to prevent any liability claims.

Mr. Mattox mentioned the car shows, held the first Saturday of the month, were causing him to lose money.

Mayor Burgess welcomed Mr. Stan Goldsmith, Campbell County Board of Supervisors, Altavista Area representative.

Mr. Goldsmith spoke to Council stating he was an advocate for the Town. He expressed how pleased he was with the downtown revitalization and with the Town's involvement. Mr. Goldsmith stated this is a Town that cares about people and itself and this seems to stand out. He mentioned the Town's involvement with Habitat for Humanity and felt the Town is taking a proactive stand.

7. Special Items or Recognition

8. Committees

a. Finance Committee

Mrs. Webb advised over the years the Town has accumulated various computer components, as well as two typewriters that are no longer in use and parts are no longer available. The Finance Committee recommends the list presented by the Treasurer be declared as surplus property and offered for sale; if the items do not sell, that they may be donated or destroyed.

A motion was made by Mrs. Webb, seconded by Mr. Ferguson, to declare the Surplus Office Equipment as surplus and be disposed of as discussed.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

Mrs. Webb advised the Finance Committee has reviewed the Town's policy on providing funding to outside agencies and non-profits as well as the reporting

requirements for such contributions. Staff provided Council with a list of the agencies/non-profits the Town has budgeted contributions for in FY2011. The Finance Committee recommends all financial and in-kind contributions provided to an organization require an audit and all requests be made on an annual basis during the budget process or as needed.

A motion was made by Mrs. Webb, seconded by Mr. Ferguson that the Altavista Town Council adopt/amend its policy in regard to contributions stating that all recipients of financial and/or in-kind contributions submit an audit prior to release of funds and that all requests are made on an annual basis or as needed.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

Altavista On Track

Ms. Jo Kelley, Altavista on Track (AOT) Executive Director, addressed Council and gave a quarterly report on the activities sponsored by Altavista On Track. Ms. Kelley recognized officers and board members serving on the committee. She mentioned the annual audit is in the works and will be presented at a future date. Ms. Kelley commended the participants of the Cruise In for their cleanliness and friendliness. She mentioned Ms. Renata Allbeck and Mr. Chip Roark are heading up the Altavista Christmas Parade with the help of AOT, Altavista Chamber of Commerce and the Altavista Rotary Club. A possible date for the parade is Thursday, December 9th at 7:00 p.m.

9. Unfinished Business

a. Utility Rates

Mr. Coggsdale reminded Council at the August 24, 2010 Continued Council meeting, the Utility Committee presented its proposed rate amendments to the Council. Following the presentation, Council directed staff to develop a timetable for the process by which the rate ordinance amendments could be considered. Mr. Coggsdale presented Council with this information and asked them to use this meeting as their first reading and establish a date for the public hearing. Mr. Coggsdale stated this plan covers five years beginning with Fiscal Year 2012 with a seven percent annual increase in utility rates.

Mayor Burgess stated this plan would give staff time to contact the industries and advise them of the increase for their budgeting purposes.

Mr. Higginbotham asked that the citizens be made aware that the seven percent is really compounded. He used the example of a \$45.00 water and sewer bill costing \$63.00 in five years. It also assumes that inflation is at four percent and Mr. Higginbotham felt inflation was not anywhere near four percent. This also assumes four percent labor. Mr. Higginbotham felt we were in a recession and it is the wrong time to raise water and sewer rates. The Town doesn't need the money. Mr. Higginbotham noted it is obvious he is opposed to an increase but if the Town does move forward with the increase, real estate taxes need to be reduced dollar for dollar.

Mayor Burgess stated this has been discussed. When this issue is satisfied and the fund is supporting itself, then taxes can be reviewed.

Mr. Higginbotham felt having low water and sewer rates is a great selling point to get industry to move to Altavista. He said Council needs to look after the citizens in the Town that are on a fixed income and he would do everything possible to prevent the increase in taxes and avoid the ratchet effect of government.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, to set a public hearing for October 12, 2010 at 7:00 p.m. to received public comment on the proposed amendments to the Town of Altavista Town Code Chapter 78-85 (e) & (f).

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mrs. Rayetta Webb	Yes

b. Phase II Environmental Assessment-A.O. Smith Property

Mr. Coggsdale updated Council on the A.O. Smith Property and proposed purchase. He has been in contact with Mr. Mike Lawless with Draper Aden. Mr. Lawless felt there were too many unanswered questions. DEQ will be looking for the source of the PCBs at some point and the residential nature of adjacent properties raises risk of DEQ and EPA evaluating the site causing the Town to be pulled into a chain of liability. DEQ is still reviewing the issues. Mr. Coggsdale stated staff recommends action be deferred until DEQ has resolved these issues.

Mrs. Webb stated her position has not changed, she does not see the Town taking on the liability.

Mayor Burgess tabled this issue until further information is received.

c. WWTP Emergency Overflow Pond - Environmental Update

Mr. Coggsdale advised the staff has been corresponding with the Virginia Department of Environmental Quality (VDEQ) for several months in regard to correspondence relating to the Town's continued participation in the Voluntary Remediation Program (VRP). At this time, Mr. Meade Anderson with the VDEQ has accepted the letter and seeks the Town's prompt response for remediation of the PCBs at the WWTP Emergency Overflow Pond (EOP). Mr. Coggsdale mentioned staff has been working with Mr. Andy Kassoff (EEE Consulting) and others to explore funding opportunities for the project.

Mr. Higginbotham advised he has received an e-mail from Dr. Sours as follows:

"I am attaching some of our ongoing results of bioremediation of PCBs and sediment. This is from a site in Maryland. As you can see in the graph, there is a sufficient reduction in PCB concentration after treatment in only 90 days compared with the untreated control that showed negligible change. We wanted to have these results before moving ahead with your site. I would like to see this continue for another couple of months so that we can determine if the activity continues in a downward trend. If successful, I would then propose conducting a similar experiment in the lab with your sediment. If that shows the same trend, then we start looking at funding from the state. Having the data first will provide a stronger case. Let me know if you have any questions."

Mr. Higginbotham felt this was the "green" thing to do and felt a letter should be prepared to go to DEQ to update them as to where the Town stands.

Mrs. Webb reminded Council of the timeline previously discussed.

Mr. Higginbotham stated this not being used as a stalling tactic but as a viable solution to address the PCBs. Mr. Higginbotham stated the beauty of the site is it's a nature Petri dish that has no toxic chemicals but live micros.

Mr. Higginbotham and Mr. Coggsdale plan to prepare a letter for DEQ.

d. Armory Reuse Committee

Mayor Burgess advised at the August 24, 2010 meeting, Council agreed to form a committee to review the possible uses for the Altavista Armory. Mayor Burgess asked for nominations. Those suggested include: Mr. Mark Younkin, Mr. Steve Jester, Mr. Bill Ferguson, Mr. Mike Mattox, Mr. Rudolph Webster, with others to be appointed.

Mr. Coggsdale suggested an assessment of the site and looking at the condition to formulate a budget of needed repairs; which is all relevant to what the plans are. Part of the initial development should be a needs and priority list.

Mr. Higginbotham asked what the instructions to the committee were.

Mayor Burgess stated the committee is to take a look at the building, see what it needs and see what the potential uses are.

e. Transit System Name

Mr. Coggsdale mentioned the Town is planning for the Transit System and has come to the point of naming the buses.

Mr. Ferguson stated he favored Altavista Community Transit (ACT).

Mr. Higginbotham questioned if it had to be named now.

Mr. Coggsdale stated in preparing the new buses, a name is needed.

Mr. Higginbotham stated he didn't particularly support the transit system.

A motion was made by Mr. Ferguson, seconded by Mrs. Webb, to name the Transit bus service Altavista Bus Company (ABC).

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Abstain
	Mrs. Rayetta Webb	Yes

10. New Business

a. Delinquent Tax Report

Mr. Morgan Allen addressed Council with the annual delinquent tax report. Mr. Allen advised the Town Code of 70-3 requires the Treasurer to offer this report annually. He stated this year's real estate totals went up in dollars and numbers. Comparing to 2009, the list last year totaled 481 names at \$28,655.45, this year's total is 520 names at \$36,573.43. Mr. Allen stated the personal property taxes covers 412 delinquent taxpayers. Most of these are for delinquent taxes on vehicles and are in the Department of Motor Vehicle Registration Stop program. The Town charges a \$40.00 fee; \$20.00 administrative fee and \$20.00 DMV fee if someone is placed on the stop program.

Mr. Allen requested permission from Council to advertise the presented listing of delinquent taxpayers in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers.

A motion was made by Mrs. Webb, seconded by Mr. Ferguson, to print the delinquent tax list in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, that delinquent taxes less than \$20.00 be written off, in the total amount of \$9.25.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

A motion was made by Mr. Higginbotham, seconded by Mrs. Webb, that the delinquent taxes for deceased individuals be written off, in the total amount of \$118.83.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

A motion was made by Mrs. Webb, seconded by Mr. Ferguson, that the 2005 delinquent taxes are written off, due to the statute of limitations, regarding personal property taxes in the amount of \$2,139.01.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

b. Health District Request - Use of English Park

Mr. Coggsdale advised Council of a request from Mr. John Larkin, Emergency Planner with the Central Virginia Health District, about the possibility of conducting its yearly exercise that would demonstrate their ability to respond to a public health emergency.

Mr. Larkin requested English Park be utilized for this exercise which would consist of administering 300 free annual influenza vaccinations by allowing the public to drive through a tent system to receive the vaccination. This process would begin at 10:00 a.m., the set up would begin at 8:30 a.m. and be over by 3:00 p.m. on October 29, 2010. Mr. Larkin expressed that a majority of these exercises in the past have been in the Lynchburg area and he wanted to expand the coverage area. Mr. Coggsdale mentioned this would be a very good event for community and a positive partnership with the Health Department.

A motion was made by Mrs. Dalton, seconded by Mrs. Webb, to allow the Health Department use of English Park to conduct their yearly exercise that would

demonstrate their ability to respond to a public health emergency on October 29, 2010.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

c. Region 2000 Bike Plan Draft

Mr. Coggsdale advised the Region 2000 Local Government Council has presented a draft of their Draft Region 2000 Bicycle Plan for Council's and public's review and input. Mr. Coggsdale mentioned Mr. Dan Witt, Assistant to the Town Manager, has serviced on the Region 2000 Bicycle Advisory Committee. Mr. Coggsdale asked Council members to review the Draft Region 2000 Bicycle Plan and offer comments. Council will be asked to adopt or endorse this item at a later date.

d. Moseley Heights Park Improvements

Mr. Coggsdale presented Council with the bid tabulation sheet for the Moseley Heights Park Improvements. He stated five bids were received with Burkhardt's Nursery in Hurt providing the lowest base bid of \$35,902.75. He asked with the base bid some options be included; approximately 120 square feet of concrete paver sidewalk at a cost of \$1,064.40, a service entrance gate at a cost of \$866.00 and 50 linear feet of seat wall at a cost of \$3,050.00. The total cost for these options would be \$40,883.15. Mr. Coggsdale also asked a minimum of \$5,000.00 be set aside for contingency bringing this total to \$45,883.15. Mr. Coggsdale stated this total does not include the cost of tree removal, site restoration or storm water management but felt it would not exceed \$5,000.00.

A motion was made by Mr. Higginbotham, seconded by Mrs. Webb, to allow the Town Manager to move forward with awarding of the Moseley Heights Park Improvements bid to Burkhardt Nursery.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Rayetta Webb	Yes

11. Town Manager's Report

VDOT Enhancement Project and Downtown Utility Replacement Project

- Progress Meeting conducted.
- Addressing handicap accessible issues in front of the Altavista Presbyterian Church.
- Fourteen day extension granted due to increased work of installation of crosswalk pavers.
- Substantial completion is set for September 14th; it is anticipated that the contractor will not achieve substantial completion by that date. Staff and the engineer will formulate a "punch list" of items for the contractor to complete prior to Final Completion (October 14th).

Community Development Block Grant

- Façade Improvements (Ongoing)
- Streetscape (Gateway Park)
 - Progress Meeting conducted.
 - Curb work and sidewalks are being installed.

- Fencing is being installed along railroad.
 - Parking lot has been paved.
 - Shade sail cloths have been ordered.
 - Working with N&S Railroad to address issues with their truck deliveries.
 - Substantial Completion within 60 calendar days (Sept. 9th)
 - Final Completion within 90 calendar days (Oct. 9th)
- Upper Story Housing
 - Nine units are being considered for this project, which is the project goal.
- Marketing
 - Way finding signage is being manufactured and should be installed by mid-October.

Water Plant Filter Media Replacement Project

- This project is complete.

WWTP PCB – Emergency Overflow Pond

- Discussion previously in meeting.

River Road Power Line project

- Project is underway.

Land Purchase – former A.O. Smith property

- Discussion previously in meeting.

Transit System

- Discussion previously in meeting.

b. Reports

- i. Departmental
- ii. Other

c. Other Items as Necessary

d. Information Items

Mr. Coggsdale referred to a letter received from the Virginia Department of Transportation in response to the letter mailed by Mr. Coggsdale on behalf of Council. He mentioned VDOT has more concerns with the Staunton River Bridge than the pedestrian bridge.

12. Matters from Town Council Members

13. Closed Session

Mayor Burgess asked if there was anything else to bring before Council.

The meeting ended at 8:42 p.m.

J. R. Burgess, Mayor

W. Morgan Allen, Jr., Clerk